

dotGrants 2.0

New External User Registration Guide



Table of Contents

1. New Organization Registration	4
2. New External User in a New Organization	12
New User Registration – User Profile Information	16
New User Registration – Access Selection	17
New User Registration – On Success – System Emails – User	18
New User Registration – User Receives Emails on Approval	19
New User Registration – Setting up new password	21
New User Logs into dotGrants Application	23
3. New External User Registration Process in an Existing Organization	26
New User Registration – User Profile Information	30
New User Registration – Access Selection	32
New User Registration – On Success – System Emails – User	33
New User Registration – User Receives Emails on Approval	34
New User Registration – Setting up new password	36
New User Logs into dotGrants Application	38
4. Forgot Password	41
5. Email Address Update	50
6. Forgot User ID	56
7. Existing external users requesting dotGrants Access.	59



Please refer to the below table as the help text in dotGrants 2.0 application.

#	Description	Detail
1.	Help Desk Information	If you need any support during the process, please call PennDOT Information Technology support services at (717) 783-8330 or toll-free at (855) 783-8330.
2.	Pre-registered User Guide	Pre-registered users login guide
3.	New Organization Registration	Refer to the New Organization Registration section in the document
4.	New External Users Registration in a New Organization Registration	Refer to the New External User in a New Organization section in the document. By following the steps listed in the document Business Partner can setup the following: a) Set New Password
5.	New External Users Registration in an Existing Organization Registration	Refer to the New External User Registration Process in an Existing Organization section in the document. Follow the steps mentioned in this document below. By following the steps listed in the document Business Partner can setup the following: a) Set New Password
6.	Forgot Password	Refer to the Forgot Password section in the document. This will allow Business Partners to utilize functions including self-service feature Forgot Password that will be introduced for the dotGrants application
7.	Email Address Update	Refer to the Email Address Update section in the document to update the email address
8.	Forgot User ID	Refer to the Forgot User ID section in the document. This will allow Business Partners to utilize functions including self-service features Forgot User ID that will be introduced for the dotGrants application
9.	Existing external user requesting dotGrants Access	Refer to Existing external user requesting dotGrants Access. This allows users with business partner account to request access to dotGrants.



1. New Organization Registration

To register a new organization, click on Sign Into dotGrants in dotGrants application.

https://dotgrants.penndot.gov/dotGrants/Welcome/

dotGrants2.0



Welcome to the PennDOT Grant Management System. The system was designed to assist applicants to effectively organize and manage on-line grant and grant-like requests for funding, allocation and distribution.

Sign Into dotGrants



Click on the Register box.





Select Business Partner under "What type of user are you?" option.





After entering the new organizational details under Organizational Information section, the system displays the message to register the new Business Partner Organization. Click on the link "Click here to register Business Partner Organization."

	ter incorrect or not registered. 1 egister the Business Partner Org		er, brane ciec un nic harne	
Organizati	ion Information	0 0	ser Profile Information	Access Selectore
Request Access	Business Partner 1D (b-)?			
Are you a Rail Fre	eight Guest User? Clic	nation to ge		
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Are you a Rail Fre New users, please prov Organization Name brg	ride your Organization Inform	• Federa 990980 What is F	al Employer Identification 1 1989 EIN7 Click Here	Number(FEIN)



The first person in a new organization will be Delegated Administrator (DA) for the organization. *DA is the person who will manage the users for the organization.* Enter the new organization and person details and click NEXT.



1	Organization Information		0	Data Release Agreement
• = Required Organizatio	on Details			
Organization N	Vame	• Fede	eral Employer I	Identification Number(FEIN)
Clinton County		2309	87612	
Please use the com	plete name of the organization/company	у.		
Organization De	scription			
	0			
Remaining Char	racters: 500			
Legal Addre	255			
Street Address		Street /	Address 2	
2 Piper Way Suit	te 300			
• City		• State		
Lock haven		PA		Y
Zip Code				
17745				
Contact Per	rson Information			
• First Name		• Last Na	ime	
Heather		Graham		
• Email Address		• Primar	y Phone	
pdtstesech3@pa	.gov	717-230	1-2809	
Brief Expla	nation			
 Brief explanati 	ion			
	nization for Highway Safety.			
		Please prov	vide a brief expla-	anation describing why you need to register the hat the brief explanation you provide will be
		considered	by the approver	at the brief explanation you provide will be r when reviewing your request.
Remaining Char	racters: 456			
				NEXT CANCEL

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Click on the checkbox, enter the Full Name in the Data Release Agreement section and click Finish.

0	Organization Information	•	Data Release Agreement
Required			
ata Relea	se Agreement		
		h of Deservices in Data D	
	d and agree with the Commonwealt		
ree that by ent		i signature, and I acknow	ledge that I read and understand the Data Release
ree that by ent sement above	ering my name, this acts as my lega	i signature, and I acknow	ledge that I read and understand the Data Release
ree that by ent	ering my name, this acts as my lega and the rights and responsibilities an	i signature, and I acknow	ledge that I read and understand the Data Release

New Organization receives an email notification saying their request is currently under review.

Organization Registration request is successfully submitted			1.0
	€ NHV	€ MINVAL	÷/010000 0
DONOTREFEVED par.gov			Mark in rei
Tan poblamany			
Actor Item			
Hause da nut reply to this 4-mail, 44 replace are east to an uninstituted account.			
Thank you for submitting an Organization request to access with the Commonwealth of Penneylvania. Your request is currently up	idec review.		
What happens next? Once reviewed you will receive an small confirming your organization is registered. You will then be able organization to access your application.	to register you	r Business Parts	ner 10 (8-) in this
Questions? For information on registration and access, please contact the PennDOT IT Service Deak at (855)-783-8330.			



× DELETE ← REPLY ← REPLY ALL → FORWARD ····

Mark as unread

New organization receives an approval email notification after PennDOT Bureau System Administrator approves their request.

Request Approved: Enterprise Organization for Commonwealth of Pennsylvania



To: pdtstesech; Action Items

Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Congratulations!

Your Organization Request for UnitedStat7152 has been approved.

What happens next? Now that your organization is approved, please go back to the registration link to create a new Business Partner account for yourself.

Please follow these steps to register:

1) Copy and paste the link below into your browser.

https://idservicessyst.penndot.gov/iam/im/BusinessPartnersPub/pd/index.jsp?task.tag=PDUserSelfRegistrationdotGrants&application=PD-dotGrants&flag=falserSelfRegistrationdotGrants&application=PD-dotGrants&flag=falserSelfRegistrationdotGrants&application=PD-dotGrants&flag=falserSelfRegistrationdotGrants&application=PD-dotGrants&flag=falserSelfRegistrationdotGrants&application=PD-dotGrants&flag=falserSelfRegistrationdotGrants&application=PD-dotGrants&flag=falserSelfRegistrationdotGrants&application=PD-dotGrants&flag=falserSelfRegistrationdotGrants&falserSelfRegistration

2) Enter your Organization name and FEIN and click NEXT.

3) Enter your Profile Information and click NEXT.

4) Choose your role type and then click SUBMIT.

5) The request will be submitted to an administrator for approval. Upon approval, you will receive an email with your new credentials.

Questions? For information on registration, please contact the PennDOT IT Service Desk at (855)-783-8330



2. New External User in a New Organization

New user clicks on Sign Into dotGrants in dotGrants application.

https://dotgrants.penndot.gov/dotGrants/Welcome/

dotGrants2.0

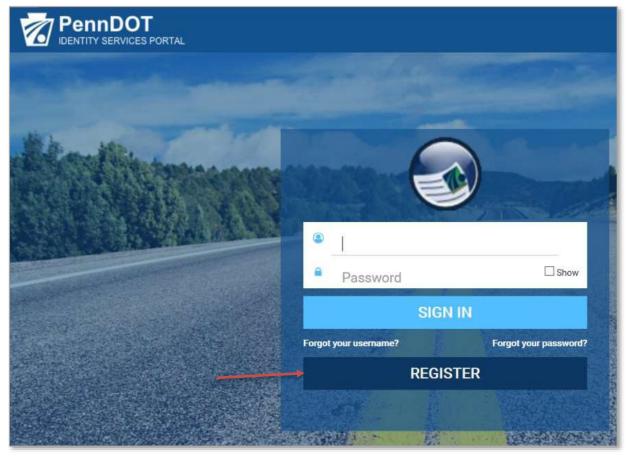


Welcome to the PennDOT Grant Management System. The system was designed to assist applicants to effectively organize and manage on-line grant and grant-like requests for funding, allocation and distribution.

Sign Into dotGrants



New user clicks on Register box.





User selects Business Partner under "What type of user are you?" option.





New user enters the existing organizational details under Organizational Information section and clicks NEXT.

Organization Inform	ation	User Profile Information	Access Selection
= Required Jusiness Partner Reg	istration: Organ	ization Identification	
o you already have a Business I	Partner ID (b-)?		
Statement and a statement of the second statement			
Request Access			
Request Access			
	uest User? Click H	lere	
Request Access Are you a Rail Freight Gi			
Second Construction of State	organization Informatio		Number(FEIN)
Are you a Rail Freight Gi	organization Informatio	on to get started.	Number(FEIN)
Are you a Rail Freight Gi lew users, please provide your (Organization Name	Organization Informatio	on to get started. Federal Employer Identification	Number(FEIN)
Are you a Rail Freight Gi lew users, please provide your (Organization Name org	Prganization Informatio	on to get started. Federal Employer Identification 890980989 /hat is FEIN7 Click Here	Number(FEIN)
Are you a Rail Freight Gi lew users, please provide your (Organization Name	Prganization Informatio	on to get started. Federal Employer Identification 890980989	Number(FEIN)



New User Registration – User Profile Information

Enter the required fields under user profile information, pick all security questions, check the user release agreement, enter the Legal Full Name, and click NEXT.

Organization Informatio	n (2)	User Profile Information	Access Selection
= Required Jser Profile Information			
First Name		Last Name	
John		WALKER	
Email Address		Confirm Email Address	
pdtstesecc1@pa.gov		pdtstesecc1@pa.gov	
Phone Number			
111-111-1111			
Security Question 1 What is the first line of your favorite	song or po	pomes	
Security Question 2		Answer	
What was your favorite childhood to	/?	toys	
Security Question 3		Answer	
What was the name of your childhoo	d pet? 🔽	pets	
User Release Agreement I understand and agree with the agree that by entering my name, this a greement (Management Directive) above Legal Full Name	Commonwealth of P cts as my legal sign		
John WALKER			
What is e-signature? Click Here		ВАСК	

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Page 16 of 59



New User Registration – Access Selection

New user selects "I want to request access as a delegated administrator to manage my organization" under Organization Role Selection. User selects dotGrants Application Access and Program Office, provides justification, clicks FINISH.

Please provide access justification below for dotGrants Application Please provide access justification Please provide access justification Please provide access justification Please provide access justification Please provide access please	E .	Delegated Administrator? Click Here nizational Role want access for myself. want to request access as a Delegated Adm	
And is Delegated Administrator? Click Here Organizational Role I want access for myself. I want to request access as a Delegated Administrator to manage my organization. Interference of the select dotGrants Application Access Business Partner - Municipal Services Please Select dotGrants Application Access Business Partner - Municipal Services Please provide access justification below for dotGrants Application Please provide access justification below for dotGrants Application	E .	Delegated Administrator? Click Here nizational Role vant access for myself. vant to request access as a Delegated Adm	
Organizational Role I want access for myself. I want to request access as a Delegated Administrator to manage my organization. OtGrants Role Category Selection Please Select dotGrants Application Access Business Partner - Municipal Services Business Partner - Municipal Services Please provide access justification below for dotGrants Application Please provide access justification below for dotGrants Application	E .	nizational Role vant access for myself. vant to request access as a Delegated Adm	
I want access for myself. I want to request access as a Delegated Administrator to manage my organization. OtGrants Role Category Selection Please Select dotGrants Application Access Business Partner - Municipal Services Business Partner - Municipal Services Please Select of Municipal Services - County Liquid Fuel Bureau of Municipal Services - Municipality Liquid Fuel Please provide access justification below for dotGrants Application	E.	vant access for myself. vant to request access as a Delegated Adm	
Please Select dotGrants Application Access • Please Select Program Office Business Partner - Municipal Services Select Bureau of Maintenance and Operations - Traffic En Bureau of Municipal Services - County Liquid Fuel Bureau of Municipal Services - Municipality Liquid f Please provide access justification below for dotGrants Application • Please Application	E.		
Please Select dotGrants Application Access Please Select Program Office Select Bureau of Maintenance and Operations - Traffic En Bureau of Municipal Services - County Liquid Fuel I Bureau of Municipal Services - Municipality Liquid F Please provide access justification below for dotGrants Application	E.	rants Role Category Selec	
Please Select dotGrants Application Access Please Select Program Office Select Bureau of Maintenance and Operations - Traffic En Bureau of Municipal Services - County Liquid Fuel I Bureau of Municipal Services - Municipality Liquid F Please provide access justification below for dotGrants Application	E.	failts Role category selec	
Business Partner - Municipal Services	E.		cuon
Please provide access justification below for dotGrants Application	E.	e Select dotGrants Application Acces	Please Select Program Office
Bureau of Municipal Services - County Liquid Fuel I Bureau of Municipal Services - Municipality Liquid f	E.	ess Partner - Municipal Services	Select
Please provide access justification below for dotGrants Application			Bureau of Municipal Services - County Liquid Fuel I
			Bureau of Municipal Services - Municipality Liquid F
		e provide access instification below fo	for dol Grants Application
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× DELETE ← REPLY ← REPLY ALL → FORWARD ····

Mark as unread

New User Registration – On Success – System Emails – User

User receives an email notification saying request is currently underreview.

Request under review for access to dotGrants



To: pdtstesech; Action Items

• You forwarded this message on 12/11/2019 1:42 PM.

Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Thank you for submitting a request for access to dotGrants. Your request is currently under review.

What happens next? Once reviewed, you will receive an email notifying you of your access status.

Questions? For information on registration and access, please contact the PennDOT IT Service Desk at (855)-783-8330.



New User Registration – User Receives Emails on Approval

PennDOT Bureau System Administrator receives an email saying a user access request has been submitted. PennDOT Bureau System Administrator reviews the information and clicks APPROVE.

New User receives two separate emails with user name and temporary password.

Note: New User is advised to wait for a follow-up e-mail from <u>dotgrantsAdmin@pa.gov</u> before logging into dotGrants application.

The first email contains a user name.



Questions? For information on registration and access, please contact the PennDOT IT Service Desk at (855)-783-8330.



The second email contains a temporary password.

Business Partners Account Information					
	× DELETE	← REPLY	K REPLY ALL	→ FORWARE	D
DONOTREPLY@pa.gov Wed 12/11/2019 2:03 PM				Mark a	is unread
To: pdtstesech;					
Action Items					
Please do not reply to this e-mail, all replies are sent to an unmonitored account.					
Your Temporary Password for dotGrants is c?%0mTIR6W					
Please note that this temporary password will expire in 96 hours. If you log in after 96 hours, you will have to use the "forgot password	d" process to	obtain and	ther temporary	/ password.	
Please wait for a follow-up e-mail from <u>dotgrantsAdmin@pa.gov</u> that you will receive when your access has been authori	ized.				
Questione? If you did not authorize this shapes, or if you ballous an unauthorized person has accorded your account, places immediately	a contact the	DoppDat IT	Convice Deale	+ (055) 707	0220

New User receives an email from dotGrantsAdmin@pa.gov after being activated in dotGrants.

You have been registered as a new PennDOT user ← REPLY ← REPLY ALL → FORWARD ···· Mark as unread To: pdtstesech;

You have been successfully registered as a new PennDOT user. Please login to dotGrants and confirm your <u>contact</u> information transferred to <u>your user profile</u> correctly.



New User Registration – Setting up new password

New user logs into dotGrants application with username and temporary password.





The system asks the user to setup a new password. User will enter the new password, confirm the new password, and click FINISH.

Setup Security Profi	ile and Password: Set Password
Please change your current password before continuing.	
1	Set Password
Set Password	
Please fill in all available fields on this page to ensure	that your profile is complete and secure.
Three out of four character sets 1. Lowercase character 2. Uppercase character 3. Special character 4. Number	-Eight(8) character minimum -Cannot contain space character -Cannot contain your first or last name -Cannot contain your userid
New Password	
Confirm New Password	FINISH CANCEL



New User Logs into dotGrants Application

User can sign in to the dotGrants application by clicking on Sign Into dotGrants.

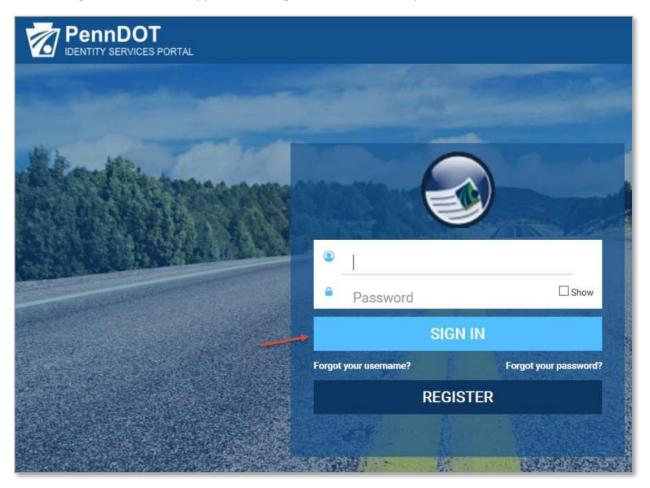


dolGrants is the Department's grant menal distribution re-designed to easiet applicants and the egency staff to effectively organize and manage on-line grant and grant-like requests for funding, allocation and

It is workflow-based software that.



User can sign in to dotGrants application using user name and new password.





The system displays the new dotGrants home page.

otGrants2.0 🕋 🕄 🔪	Q - 💀 Ro Autorized Official - On Taylor(AD)
Image: State of the s	
Did dotGrants link	My Last 10 Meaningst May 30
My Inbox Documents T II- Dearch by Document Identifier or Dialus Bearch Inters Texas	Grant.System S467/201501:06:02 PM/ BIEEE/IN Application CPT-15-16-BIEEE/R-00001 Has Swen Approved
Search by Sociarient Identifier or Status Search Index	Grant System 0460/20/5/10/27/14 AM MERER Has Scientist Application CPT-15-16-0LEER-00001
My Favorite Documents	PC Community BPT OP160214 Hitle 24 Au Overt Adjustments for CPT-0-13-14-BIBBER-00003 ave
You have not added any favorite Documents	Complete
BPT CCA Invoice 09-10	S Grant-System D6:04/0014 10:49-11 AM LACKCO Has Submitted Invoice CCA-INV-09-10-LACKCO-
BPT CCA Invoice 12-13	00000
BPT COA Invoice UB-10	Scant System 05007014 10:20 IB AM BIEBER Application CPT-14-15-BIEBER-00001 Has Book
BPT CCA Invoice 10-11	Approved

User can navigate to the old dotGrants system by clicking on Globe (shown in screenshot above), next to Home icon.

File Edit View Favorites Tools Help	
Image: Constraint of Public Transportation Proposal Menu Main Menu Proposal Menu	BPT CCA Appleatemen CO-0-11 3T5-00653 BPT CCA Cenat CCA-0-20-31-3T5-00653 Statuss BPT Grant Adjustment Chef Review Required User: RuchTimon Locout
	1 FORMS
Organization: County of Schuylkill BPT CCA Grant: CCA-5-20-21-315-00534 Status: BPT Grant Adjustment Chef Review Required BPT CCA Application CCA-20-21-STS-00554 ADD NOTE Image: Control of Contr	Admin Advantage of the second
Powered by IntelliGrants	© Copyright 2000-2007 Agate Software, Inc.



3. New External User Registration Process in an Existing Organization

New user clicks on Sign into dotGrants in dotGrants application.

https://dotgrants.penndot.gov/dotGrants/Welcome/

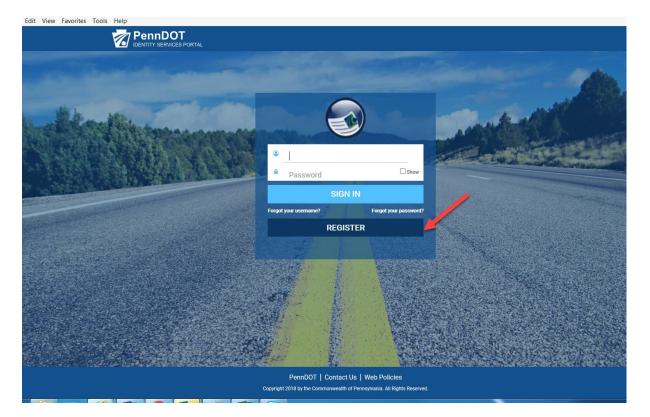
Note: Organization Role "I want access for myself" option is ONLY valid for Bureau of Aviation, Bureau of Rail Freight, and Bureau of Public Transportation (if applicable). All other users should select "I want to request as a Delegated Administrator to manage my organization."



Welcome to the PennDOT Grant Management System. The system was designed to assist applicants to effectively organize and manage on-line grant and grant-like requests for funding, allocation and distribution.



New user clicks on Register box.





User selects Business Partner under "What type of user are you?" option.





New user enters the existing organizational details under Organizational Information section and clicks NEXT.

Enterprise Business Partner Registration for dotGrants: Organization Information				
Organization Information	User Profile Information Access Selection			
• = Required Business Partner Registration: O	• = Required Business Partner Registration: Organization Identification			
Do you already have a Business Partner ID (b-)?				
Request Access				
Are you a Rail Freight Guest User? C	lick Here			
 New users, please provide your Organization Information to get started. Organization Name Federal Employer Identification Number(FEIN) 				
org	890980989			
	What is FEIN? Click Here			
Organization City	Organization Zip Code			
Mechanicsburg	12345 🗙			
	NEXT CANCEL			



New User Registration – User Profile Information

New User enters all required information under User Profile Information section, picks all security questions. User checks User release agreement, enters the Legal Full Name, and clicks NEXT.



	2	User Profile Information	Access Selection
= Required User Profile Information			
First Name		Last Name	
John		WALKER	
Email Address		Confirm Email Address	
pdtstesecc1@pa.gov		pdtstesecc1@pa.gov	
Phone Number			
111-111-1111			
ick 3 Questions that only you will be able to answer dentity. Security Question 1 What is the first line of your favorite song or po		Answer pomes	se questions to verity your
Security Question 2		Answer	
Security Question 2		toys	
What was your favorite childhood toy?	\sim		
What was your favorite childhood toy?	~		
What was your favorite childhood toy? Security Question 3 What was the name of your childhood pet?	✓	Answer pets	
Security Question 3 What was the name of your childhood pet? User Release Agreement I understand and agree with the Commonwe agree that by entering my name, this acts as my logreement (Management Directive) above and the r	ealth of Penegal signat	Answer pets nsylvania <u>User Release Agreement</u> ure, and I acknowledge that I read ar	
Security Question 3 What was the name of your childhood pet? User Release Agreement I understand and agree with the Commonwe agree that by entering my name, this acts as my let	ealth of Penegal signat	Answer pets nsylvania <u>User Release Agreement</u> ure, and I acknowledge that I read ar	



New User Registration – Access Selection

New user selects "I want access for myself" or "I want to request access as a Delegated Administrator to manage my organization" under Organization Role Selection. User selects dotGrants Application Access and Program Office, provides justification, clicks FINISH.

Organization Information	User Profile Information 3 Access Selection
1.1.1.10.001	
= Required Organization Role Selection	
What is Delegated Administrator? Click Here	
Organizational Role	
 I want access for myself. 	
 I want to request access as a Delegated Adm 	iministrator to manage my organization.
dotGrants Role Category Selec	ection
Please Select dotGrants Application Acces	• Please Select Program Office
Business Partner - Grantee	Bureau of Aviation
	Bureau of Maintenance and Operations - Highwav Bureau of Maintenance and Operations - Traffic
	bureau or Maintenance and Operations - Mainte
	to determine and the first
plana marida anna indification balan fa	for dotgrants Application
Please provide access justification below for	
Please provide access justification below fo	^
 Please provide access justification below for 	^
 Please provide access justification below for 	^
Please provide access justification below fo	
Please provide access justification below for Remaining Characters: 500	~
Please provide access justification below for Remaining Characters: 500	^



New User Registration – On Success – System Emails – User

User receives an email notification saying request is currently under review.

Request under review for access to dotGrants



DONOTREPLY@pa.gov Wed 12/11/2019 1:40 PM X DELETE ← REPLY ← REPLY ALL → FORWARD ···· Mark as unread

• You forwarded this message on 12/11/2019 1:42 PM.

Action Items

Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Thank you for submitting a request for access to dotGrants. Your request is currently under review.

What happens next? Once reviewed, you will receive an email notifying you of your access status.

Questions? For information on registration and access, please contact the PennDOT IT Service Desk at (855)-783-8330.



New User Registration – User Receives Emails on Approval

Delegated Administrator receives an email notification saying a new request has been submitted. Delegated Administrator reviews the user information and clicks APPROVE.

Note: Delegated Administrator should only approve users that they recognize.

After Delegated Administrator's approval, PennDOT Bureau System Administrator receives an email saying a request has been submitted. PennDOT Bureau System Administrator reviews the information and clicks APPROVE.

New User receives two separate emails with user name and temporary password.

Note: New User is advised to wait for a follow-up e-mail from <u>dotgrantsAdmin@pa.gov</u> before they log into dotGrants application.

The first email contains a user name.

Request Approved: Enterprise Business Partner Registration for dotGrants					
	× DELETE	← REPLY	K REPLY ALL	→ FORWARD	•••
DONOTREPLY@pa.gov Wed 12/11/2019 2:07 PM				Mark as u	nread
To: pdtstesech;					
Action Items					
Please do not reply to this e-mail, all replies are sent to an unmonitored account					
Your Business Partner ID (B-) is: b-heathergra					
Please wait for a follow-up e-mail from dotgrantsAdmin@pa.gov that you will receive when your access has been authorized	8				
Questions? For information on registration and access, please contact the PennDOT IT Service Desk at (855)-783-8330.					

The second email contains a temporary password.



Please wait for a follow-up e-mail from <u>dotgrantsAdmin@pa.gov</u> that you will receive when your access has been authorized.

Questions? If you did not authorize this change, or if you believe an unauthorized person has accessed your account, please immediately contact the PennDot IT Service Desk at (855)-783-8330.



New User receives an email from dotGrantsAdmin@pa.gov after being activated in dotGrants.

You have been registered as a new PennDOT user

- REPLY	K REPLY ALL	→ FORWARD	•••



\$

dotGrantsAdmin@pa.gov Mon 12/16/2019 8:03 AM

To: pdtstesech;

You have been successfully registered as a new PennDOT user. Please login to dotGrants and confirm your <u>contact</u> information transferred to <u>your user profile</u> correctly.



New User Registration – Setting up new password

New user logs into dotGrants application with username and temporary password.





The system asks the user to setup a new password. User enters the new password, confirms the new password, and click FINISH.

Setup Security Prof	ile and Password: Set Password
Please change your current password before continuing.	
1	Set Password
Set Password	
Please fill in all available fields on this page to ensure	that your profile is complete and secure.
Three out of four character sets 1. Lowercase character 2. Uppercase character 3. Special character 4. Number	-Eight(8) character minimum -Cannot contain space character -Cannot contain your first or last name -Cannot contain your userid
New Password	
1	
Confirm New Password	FINISH CANCEL



New User Logs into dotGrants Application

User can log into dotGrants application by clicking on Sign Into dotGrants.

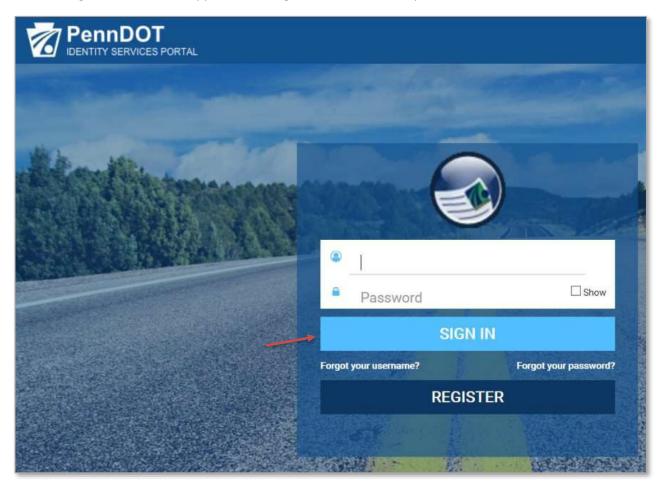


dolGrants is the Department's grant detribution. his and the agency staff to effe ets for funding: allocation and

It is workflow-based software that:



User can sign in to dotGrants application using user name and new password.





The system displays the new dotGrants home page.

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	98 [*] Aren 9
Documents III June Cogentations	Contracting of the second seco
My Inbox Documents @ it-	Bitterit System 6407/2015 01:00:02 F Bitterin Application CPT-16-16-bitterit 20001 Has Been Approved
Search by Document Handbler or Diskus	Search tobox Read Sound System GeoVID/15/10/27/15/ DEBUT Nes Submitted Application CPT-15-16-001807-000
My Fevorite Documents You have not existed any favorite Documents	Be Community BPS 00160214 1105 26/ Over Aquativer's for CPT-0-13-14-BIBBER-00003 ave
	Complete
BPT CCA Invoice 09:10 BPT CCA Invoice 12:13	Const.System DEDA254 IS 48 // / LADKOD Has Submitted Invoke CCA/INV09-10 LADKCD- accccc
BPT COA Invoice 02-10	S Grant System 65/30/2014 10:20 1874
BPT COA Invoice 10-11	BIEBER Apploaton: CPT-14-15-BIEBER-C0001 Has Reen Approved

User can navigate to the old dotGrants system by clicking on Globe (as seen in the screenshot above), next to the Home icon.

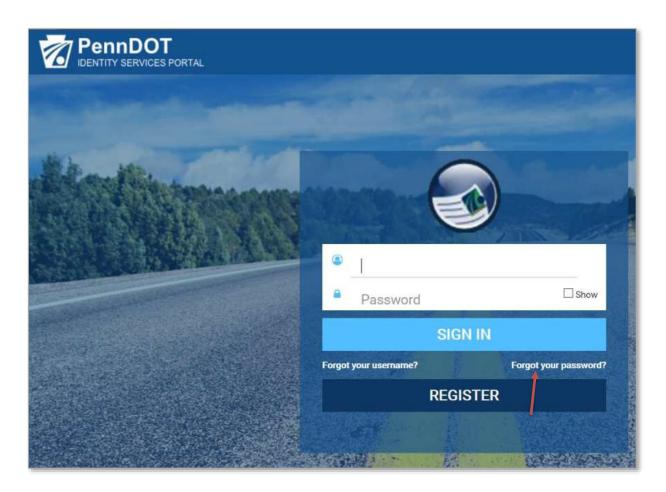
File Edit View Favorites Tools Help	
Conternants Bureau of Public Transportation	BPT CCA Application: CCA-50-31: 515-00553 BPT CCA Grant: CCA-62: 4515-00554 Status: DPT Grant Adjustment Chell User: Ruchil Timan Logaut
Main Menu 🕨	
	FORMS
Organization: Country of Schubdill BPT CCA Grant: CCA-6-20-21-STS-00534 Status: BPT Grant Adjustment Chief Review Required BPT CCA Application CCA-20-21-STS-00554 Image: Country of Schubdill MANAGEMENT ACTIVITIES Image: Country of Schubdill Ima	Admin Admin Admin Admin
Powered by IntelliGrants	© Copyright 2000-2007 Agate Software, Inc.



4. Forgot Password

Forgot Password functionality will allow users to reset their password if they forget it, provided they have access to the email address specified for their account during the initial registration process. A password may be reset by submitting a request through IDENTITY SERVICES PORTAL.

Below are step by step process to reset the password - User clicks on Forgot Your Password?





User enters User ID and Email information that they specified for their account and clicks OK.

Forgot Password Help: Please	enter the following to ide	ntify yourself
• = Required		
• User ID		
0-Gung		
• Email		
c-suchamal@pa.gov		
	·	
	0	K CANCEL



User answers the security questions that they provided at the time of their registration process and clicks OK.

Forgot Password Help: Ple	ase enter the following to verify y	our identity
- = Required User Information		
User ID b-lung		
First Name		
Lest Name Jung		
User Verification		
Password Hint What was your farmetic attributed top	• Answer anst	
Password Hint What was the name of the Impotal where you were bore	+ Answer arts.1	
A temporary password will be sent to the ernal address	a associated with your account	

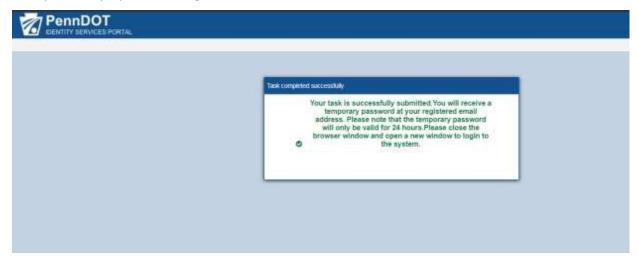


User clicks SUBMIT to initiate the password reset and an email will be sent to user's registered email address with a temporary password.

Forgot Password Help
Identity Validation Status
You have successfully webleted your identity.
Please click Submit button to initiate the password reset and an email will be sent to your registered email address with temporary password.
SUBMIT



The system displays the message as shown in the below screenshot.





User receives the temporary password in the email they specified for their account.

DONOTEPLY@page Common Information

Reals do not reply to this e-mail, all replies are sent to an unmonitored account,

Temporary password for your business partner (b-) account is 2*ywd6VYi@

Please note that the temporary password will only be valid for 24 hours.

If you did not authorize this change, or if you believe an unauthorized person has accessed your account, please immediately contact the PennDot IT Service Desk at (855)-783-8330.



User can go to dotGrants application by clicking on "Sign Into dotGrants".



User enters their username and temporary password and clicks SIGN IN.

DennDOT				
And Hard Fitz Section of the				
	a b-tjung	SIGN IN	i) these	
	Perget your assertance?	REGISTER	Proget your passesse?	
		- Section of the sect		
	PennDOT Distylight 2018 by the Corr	Contact Us V		



User enters the new password, confirms New Password, and clicks FINISH.

	Setup Security Profile an	d Password: Set Password
	Please change your current password before continuing.	
	O Set 1	Password
	Set Password	
	Please fill in all available fields on this page to ensure that your	profile is complete and secure.
	Three out of four character sets 1. Luwercase character 2. Uppercase character 3. Special character 4. Number	This is some text! -Eight(8) character minimum -Cannot cuntain space character -Cannot contain your first or last name -Cennot contain your userd
	New Password	
	Brangee	
	Confirm New Password	
	Anna 1997	
		FINISH CANCEL
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The system redirects the user to dotGrants application.

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Search by Document Identi	ler or Status		Search Inbox Res	-		
My Favorite Documents				>		
You have not added any fa	orité Documents					
BOA Aviation Block Gra	nt 2016			•		
BOA DBE Report			•			
BOA General Consent 2						
BOA General Consent 2	010					



5. Email Address Update

Note: the login to dotGrants changed in May 2019. All PennDOT applications are transitioning to a common login platform called the IDENTITY SERVICES PORTAL that is a PennDOT-wide account, and it needs to be linked to a dotGrants account.

The dotGrants and IDENTITY SERVICES PORTAL email addresses could be different. The dotGrants email address is related to dotGrants functionality. If users update their email address in dotGrants, they need to update the email address in IDENTITY SERVICES PORTAL as well to retrieve *a forgotten password*.



User signs into the dotGrants application by clicking on "Sign Into dotGrants."

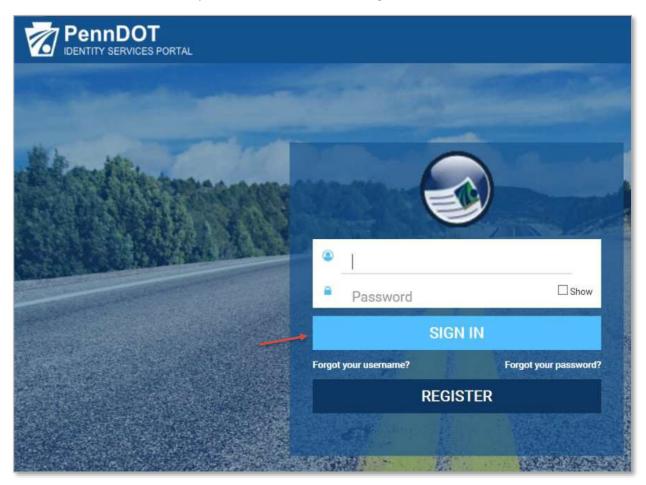
About dotGrants

dolGrants is the Gepartment's grant management solution. The system was designed to assist applicants and the egency staff to effectively organize and manage on-line grant and grant-like requests for funding, allocation and distribution.

It is vorkflow-based software that,



User enters their user name and password and clicks on the "Sign In" button.





User clicks on the section as shown below and verifies all their user information in dotGrants.

🗧 🔿 📔 https://dotgrantssyst.penndot.gov/dotGrants/H 🔎 👻 🔒 🖸 🧔 dotGrants Sandbox Landing Pa 📔 dotGrants Home - dotGrant 🗴	
File Edit View Favorites Tools Help	
otGrants2.0 🗥 🌚	Authorized Official Ruchi New Traffic System •
Image: Second Processing Contractions Image: Second Processing Contractions <td< th=""><th></th></td<>	
Documents Ha Links I Organizations	My Last 10 Un Settings Use this link to configure your preferences such as number of Documents that you want to see from your inbox. O Leton
My Inbox Documents Is- Search by Document Identifier or Status Search Inbox Rese	Use this link to view the Quick Reference Guide for dotGrants 2.0.
My Favorite Documents	
You do not have any Documents in your Inbox	
PENNDOT I CONTACT US I EALA I PRIVACY POLICY	Release 3.0, Copyright @ 2020 Pennsylvania Department of Transportation. All rights reserved

User updates the email address and clicks "Save."

dotGrants2.0			eRegistration		Ruchi New Traffic System Logou
Update My P	rofile				
Success! User details sav	red successfully.				×
	g your profile. Incorrect information will delay the process. act the current role's profile update. User will have to log into	each role to update profile information.			×
Prefix :	First Name : *	Middle Name :		Last Name : *	Suffix :
~	Ruchi	Middle Name		New Traffic System	~
Title: *	Ruchi				
User Name: *	b-mewtraffi		Email: *	pdtstesech14@pa.gov	
Address: *	N/A		City: *	Harrisburg	
State:		~	County:	Select County	~
Zip Code: *	17050		Phone 1: *	(302) 120-9388	
Website:			Phone 2:	(2001) 2000-2000	
Created By:	Shilpa Laxminarayana		Created Date:	11/13/2019 9:26:41 AM	
Last Modified By:	Ruchi New Traffic System		Last Modified Date:	1/15/2020 4:02:58 PM	
Save Cancel					

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To update the email address in IDENTITY SERVICES PORTAL, user clicks on the *back* button as shown below.

	://dotgrantssyst.penr avorites Tools He		Modernization Relea	ase 3.3 - N 🚺 Business Analysis Serv	ces Con 🬔 dotGran	nts Sandbox Landing P	ed dotGrants 2.0	- eRegistratio ×	1 7	★ \$
dot Grants2	.0 🗥			eRegistration				Ruchi New Traf	fic System	Logour
Update My	Profile									
Success! User detail	s saved successfully.									×
		rect information will delay the process. 's profile update. User will have to log into eac	h role to update profile infon	mation.						×
Prefix :	First Name : *		Middle Name :		Last Name : *			Suffix :		
~	Ruchi		Middle Name		New Traffic Sys	tem		~		
Title: *		Ruchi								
User Name: *		b-mewtraffi		Email: *		pdtstesech23@pa.gov				
Address: *		N/A		City: *		Harrisburg				
State:			~	County:		Select County		~		
Zip Code: *		17050		Phone 1: *		(302) 120-9388				
Website:				Phone 2:		(xoox-xoox (xoox)				
Created By:		Shilpa Laxminarayana		Created Date:		11/13/2019 9:26:41 AM				
Last Modified By:		Ruchi New Traffic System		Last Modified Date:		1/16/2020 3:17:21 PM				

User clicks on the Business Partner Management link to the IDENTITY SERVICES PORTAL.

otGrants2.0 🕋 🌚			Q - 🔋 Authorized Official Ruchi New Traffic System -
× × × My Documents Details	× New Messages Details ●		Ruchi New Traffic System Usemane Usemane b-mewtraffi do(Grants/d File Ruchi Phone (302) 120-9388 Email pdtstesech1@pa.gov Address
My Documents Alerts Details Details Details Details My Inbox Documents If Links If Organizations My Inbox Documents If It - Search by Document Identifier or Status		Search Inbox Reset	Documents that you want to see from your Inbox.
My Favorite Documents		0	Business Partner Management Use this link for account management of Business Partner accounts.
You have not added any favorite Documents You do not have any Documents in your Inbox			

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The system displays the Welcome to PennDOT Identity Services Portal screen. User clicks on the "Change Email" widget as shown below.

DennDOT				
Logged in as: b-rnewtraffi				(Logout)
Home Business Partner Administrat	ion Manage My Profile	My Access Reports		
		Welcom	e to PennDOT Identity Services Portal	
	Home			
	2	\odot		
	Change My Account	Change My Password		
	Business	Partner Administra	tion	
	2	3		
	Disable Use	r dotGrants Modify Registration Acces Invite Pro	s and Password Organization List	
	Manage I	My Profile		
	1	\odot		
	Change Ema	il Change Change Password Questic Ansy	ons and	
			ennDOT Contact Us Release v2.3 Web Policies	



User enters the current password, new email, confirms new email, and clicks on Submit.

	ENTITY SERVICES PORTAL							
Logged in	1 as: b-rnewtraffi							(Logout)
Home	Business Partner Administration	Manage My Profile	My Access	Reports				
					c	change Email		
		• = Require	d					
		Persona	al Informa	tion				
		User ID				Current Email		
		b-rnewtra	ffi			pdtestesech14@pa.gov		
		First Name				Last Name		
		Ruchi				New Traffic System		
		Validate	e Yourself					
		Enter your c	nt password	to verify your	identity.			
		• Current P	assword					
		Set Ema	aibAddress					
		• New Ema	1					
		• Confirm	lew Email					
		A change em	ail notification w	II be sent to b	ooth the old and	new email associated with the account		
							SUBMIT CANCEL	

The system displays the message "Your email address has been successfully updated."

IDENTITY SERVICES PORTAL		
	Task completed successfully	
	Your email address has been successfully updated.	
	RETURN TO IDENTITY SERVICES PORTAL	
	PennDOT Home Help Contact Us Web Policies Copyright 2017 © Pennsylvania Department of Transportation. All Rights Reserved	

Note: If you need any support during the process, please call PennDOT Information Technology support services at (717) 783-8330 or toll-free at (855) 783-8330.

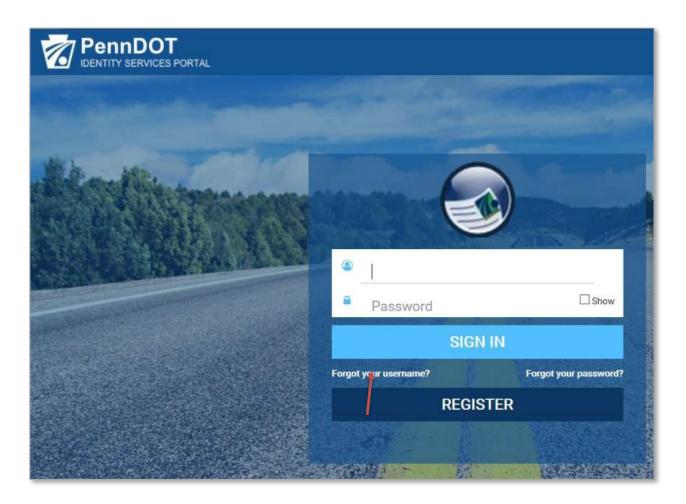
© 2020 PennDOT



6. Forgot User ID

Forgot User ID functionality will allow users to retrieve their User ID if they forget it, provided they have access to the email address specified for their account. A username (User ID) may be retrieved by submitting a request through IDENTITY SERVICES PORTAL.

Below are step by step process to retrieve the username - User clicks on forgot your username?





User enters their name and the e-mail address associated with their IDENTITY SERVICS PORTAL and clicks OK.

Forgot User	ID Help: Please enter the following de	etails
• = Required		
• First Name	• Last Name	
Tom	Jung	
• E-Mail		
c-suchamal⊗pa.gov		
An email will be sent to your registered ema	il account with information about your user id.	
	OK	CAN

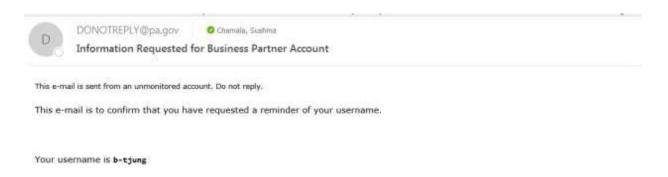


The system displays the message as shown in the below screen shot.

Timk completed successfully
Your task is successfully submitted. Please close the knowser window and open a new window to login to the system.
open a new window to login to the system.
PenADDT (Hame Help ContactUs Web Palaces
Capyright 2011 ID Recongruining Department of Transportation. All Rights Reserved



User receives their username in the email they specified for their account.



If you did not request this information, please immediately contact the PennDOT IT Service Desk at (855)-783-8330.

7. Existing external users requesting dotGrants Access.

Existing users with a business partner account (usually starts with b-) clicks on "Sign to dotGrants"



Welcome to the PennDOT Grant Management System. The system was designed to assist applicants to effectively organize and manage on-line grant and grant-like requests for funding, allocation and distribution.

User clicks on "Register" button.





User selects Business Partner under "What type of user are you?" option.



Existing users should click on select "Request Access" button.



Organization Information	2 User Profile Information 3 Access Selection	
• = Required Business Partner Registra	ation: Organization Identification	
		ß
Do you already have a Business Partner	· ID (b-)?	
Are you a New Rail Freight G	uest User? Click Here	
New users, please provide your Organiz	zation Information to get started.	

Redirects to login screen. Enter your existing b- account and password and click on enter.

Following access screen must be filled. Please note that all BMS Business partners need to select Business Partner – Municipal Services and rest of the bureau users' needs to select Business partner – Grantee.



Logged in as: b-fmrsystone		(Logout
Business Partner Administration Manage My Profile		
Request Enterprise Business P	artner Access for dotGrants: Access Request	
• = Required		
Profile Information		
User ID	Email	
b-fmrsystone	priyanka.thanuja+4@gmail.com	
First Name	Last Name	
fmrs	systone	
Phone Number	Position Title	
646-912-1278		
Organization Role Selection		
What is Delegated Administrator? Click Here		
Organizational Role		
 I want access for myself. I want to request access as a Delegated Administrato 	r to manage my organization.	
dotGrants Application Access		
Business Partner - PA Auditor General 🗸 🗸		
Please Select Program Office		
Select County Liquid Fuel Programs		
Municipal Liquid Fuel Programs		
Address	• City	
13712 Diesel Ln	- ory	
	Shippensburg	
• State	• County	
PA ~	Centre	
• Zip Code		
17050		
Please provide access justification below for dotGra I need access to dotGrants	Ints Application	
Remaining Characters: 473	,	
	SUBMIT CANCEL	
PennDOT Con	ntact Us Release v4.5 Web Policies	

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User receives the following confirmation.



Once approved by PennDOT staff the following email is sent from <u>dotGrantsAdmin@pa.gov</u> after being activated in dotGrants.

You have been registered as a new PennDOT user



Mon 12/16/2019 8:03 AM

dotGrantsAdmin@pa.gov

To: pdtstesech;

You have been successfully registered as a new PennDOT user. Please login to dotGrants and confirm your <u>contact</u> information transferred to <u>your user profile</u> correctly.